

BOARD'S ROLE IN FINANCE

AASB Conference 2018
Experienced Board Member Academy

Presenters:

John Conwell, Superintendent,
Unalaska City School District

Holly Holman, retired Business Manager,
Unalaska City School District

Board's Role in Finance

Described in:

- State Law
- District Policies
- School Board Standards

Budget Timeline


- Project Enrollment for FY 18 to State DEED by 11/7/2016
- School Board Forms Budget Committee October – December 2016
- Budget Committee meeting January – February 2017
- Teacher Contracts for FY 18 Issued (February 2017)
- School Board Meeting – Presentation of Budget early March 2017
- School Board Adopts Budget late March 2017
- Present to City Council April 2017
- City Council Budget Resolution 2017
- City Council votes on Budget Ordinance June 2017
- FY 18 Begins 7/1/2017
- 20 Day Count Period – October 2017
- Actual Enrollment for FY 18 to State DEED by early November 2017
- State Revenue Calculated & Confirmed with DEE#D November 2017
- School Board Revises Budget November 2017 and May 2018
- FY 18 ends 6/30/2018
- FY 18 Audit accepted by School Board October 2018

Finance Elements

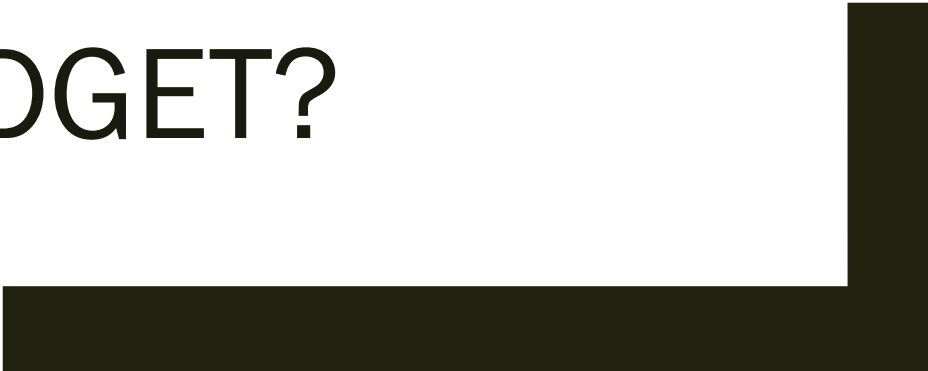
- Budget Cycle
- Monitor Budget – Budget Revisions/Monthly Financials
- Audit

Budget Process

- A “Tool” that represents the financial picture of the school district
- Normally based on past performance, but provides planning for the future
- Vital document that expresses goals and priorities for the coming year
- Public relations document that tells the public the school story in dollars and cents
- Based on the best information at the time of development
- Variances from the original are expected and normal!




EXPERIENCED SCHOOL BOARD
MEMBERS– WHAT ARE COMMON
QUESTIONS YOU USUALLY ASK
ABOUT THE BUDGET?




Financial Reports/Budget Revisions

- Monthly Reports to the Board – these vary from district to district in format
- Shows monthly and year-to-date revenues and expenditures
- These reports are snapshots in time – timing of expenditures and revenues is not always even
- Budget Revisions are usually twice a year




EXPERIENCED SCHOOL BOARD
MEMBERS- WHAT ARE COMMON
QUESTIONS YOU USUALLY ASK ABOUT
THE FINANCIALS AND/OR BUDGET
REVISIONS?



Annual Audit

- Budget to Actual for:
 - *General Fund*
 - *Special Revenue Funds*
 - *Capital Project Funds*
- Management Letter
- Fund Balance
- What you have been seeing every month with the financials, but compiled differently



EXPERIENCED SCHOOL BOARD
MEMBERS– WHAT ARE COMMON
QUESTIONS YOU USUALLY ASK
ABOUT THE AUDIT?

